



# Burien

Washington, USA

## Multi-family Tax Exemption Application (DC Zone Only)

400 SW 152<sup>nd</sup> Street, Suite 300 Burien, WA 98166  
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[www.burienwa.gov](http://www.burienwa.gov)

### APPLICANT INFORMATION

Name:	Company:	Daytime Phone:
Mailing Address:		Fax Number:
Contact person (if different):		Daytime Phone:
Property owner (if different):		Daytime Phone:
Mailing Address:		Fax Number:

### PROJECT INFORMATION

Site Address:	Parcel Number:
Zoning District: Downtown Commercial (DC)	Site Area:
Number of Residential Units   Rental: _____   For Sale: _____   Total: _____	
Gross Building Area (square feet): _____	
Gross Commercial Space(square feet): _____	
Gross area devoted to residential uses, includes residential common areas and parking (square feet): _____	
Description of proposal (attach additional sheets if necessary):	

### SIGNATURE/CERTIFICATION

I, \_\_\_\_\_, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. As owner(s) of the land described in this application, I hereby indicate by (my/our) signature(s) below that (I/we) are aware of the additional tax liability to which the property will be subject if the exemption authorized by Chapter 84.14 RCW and BMC Chapter 19.45 is canceled.

I, as owner of property involved in this application, am aware that if the exemption is canceled for non-compliance an additional tax will be imposed that includes: (a) the difference between the tax paid and the tax that would have been owed if it had included the value of the nonqualifying improvements dated back to the date that the improvements became nonqualifying; (b) a penalty of 20% of the difference; (c) interest at the statutory rate on the tax and penalties calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and BMC Chapter 19.45.

I designate \_\_\_\_\_ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional engineers and other consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in-house staff.

Owner's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_



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**Please answer the following questions. Attach additional pages if necessary.**

1. Does the proposed project displace existing residential tenants? If the building formerly contained residential tenants, when was the building vacated?
2. How many new residential units are proposed?
3. What is the anticipated completion date for the project?
4. What is the proposed residential density for the project (please see BMC 19.45.030 for calculation method)?
5. What uses other than residential multi-family are proposed and how much floor area is devoted to those uses?
6. If the project does not meet the definition of “mixed use” as defined by BMC 19.10.350, please answer the following:
  - a. Which public benefit feature pursuant to BMC 19.15.025.1 is included in the project?
  - b. Are the proposed dwelling units designed and to be marketed for people 55 year of age or older?
  - c. Are at least 20% of the dwelling units designed and to be marketed as affordable housing for low and/or moderate income households based on the current King County median income guidelines?
7. Does the proposal include rehabilitation of existing units?
  - a. Are the units vacant or occupied? If yes, will any residents be displaced as part of this project?
  - b. When were the units last occupied? (Please be date specific)
  - c. Are there any violations of the City’s minimum housing code (provide verification from Building Department)?

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.



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## Multi-family Tax Exemption Informational Handout (DC Zone Only)

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### **REVIEW PROCESS**

It is the purpose of this program to encourage increased residential opportunities within Burien's Downtown Commercial Zone. It is further the purpose of this program to stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multifamily housing. To achieve these purposes, this program provides for special valuations for eligible improvements associated with multi-unit housing in residentially deficient urban centers.

Only value of new housing construction, conversion, and rehabilitation improvements are eligible for exemption from ad valorem property taxation (the value of the property based on value as assigned by the property assessor). Once the final Certificate of Tax Exemption is issued, residential development is exempted from qualifying property taxes for 10 successive years beginning January 1<sup>st</sup> of the year immediately following the calendar year of issuance.

**For a complete copy of the process and requirements please see Section 19.45 of the Burien Municipal Code.**

### **WHAT STEPS ARE REQUIRED FOR THE TAX EXEMPTION DECISION AND HOW LONG WILL IT TAKE?**

The following is a summary of the steps required for review and processing of a request for tax exemption for multi-family housing application.

1. **Call for Application Submittal Appointment:** Call the planner who handled your land use or building permit review to set up an application submittal appointment. Generally, this can occur within a day or two.
2. **Staff Review:** Your application will be reviewed by the project planner. Also, the planner will prepare a written advisory report (staff recommendation) analyzing your application and applicable Zoning Code regulations and Comprehensive Plan policies.
3. **Decision:**
  - A. The Community Development Director reviews the application to determine if a project is eligible and if the application should be approved.
  - B. The City Council reviews a contract and approves it using the resolution process.
  - C. If the City Council approves the contract, the director issues a Conditional Certificate of Acceptance of Tax Exemption. The certificate is only valid for only three years.
4. **Appeal:** The appeal period for the director's determination of project eligibility or project qualifications is 14 days. The City Council hears all appeals.
5. **Issuance of Final Certificate of Tax Exemption:** Once the project has been completed in accordance with the City Council approved contract, the final tax exemption certificate is filed with King County Assessor.

### **HOW CAN I SPEED UP REVIEW OF MY APPLICATION?**

Review times are generally dependent on the complexity of the project and City Council workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. Provide Good Quality, Accurate Information: The single largest reason for delay is lack of quality, accurate information.
2. Read and Understand the Regulations and Policies: We've found that an informed applicant usually does a better job of answering the review criteria and submitting good information. It helps if you can specifically address the relevant code sections applicable to your project. This makes our review easier, and faster.

These are just a few suggestions to help you prepare and file an application that will be easy for us to review, and will speed up the decision on your application.



## Multi-family Tax Exemption Application Checklist (DC Zone Only)

### PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans that must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not schedule an application appointment until all materials that apply to your proposal have been checked off.

Application	REQUIRED	PROVIDED
1. Set up an application submittal appointment.	X	
2. Completed City of Burien application form setting forth the grounds for the exemption.	X	

Fees	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees (see separate fee schedule).	X	

Survey, Site Plans and Building Elevations (3 copies)	REQUIRED	PROVIDED
Three (3) copies of the following;		
1. Legal description of the property.	X	
2. Preliminary floor and site plans of the proposed project drawn at 1" = 20' or a comparable scale, and one set reduced to 8½" x 11" size	X	
3. Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing at least two facades.	X	
4. Building detail on area devoted to each use. Calculations shall be in gross and net square footages.	X	

Other Required Information	REQUIRED	PROVIDED
1. Title report or other legal document verifying ownership of property.	X	
2. If the project includes rehabilitation of existing dwelling units, the following shall be provided; a. Affidavit that any existing dwelling units have been unoccupied for a period of 12 months prior to filing the application. b. Written verification of property noncompliance with the City's minimum housing code from the City of Burien Building Department.		